ZK Time.Net

User Manual

V1.02

Capture Services

www.Capture-Services.co.uk

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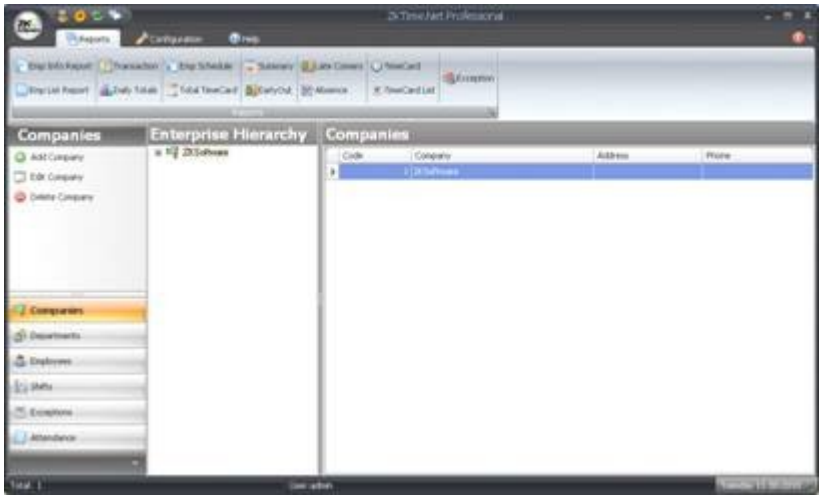
Company Management

Before managing employees, you must complete the enterprise hierarchy setting. On the **Companies** menu, you can create company files, set the salary payment period and manage overtime.

On the menu bar, click **Companies** to enter the following company management window:



On the left of the window, **Companies**,consists of **Add Company**, **Edit Company**, and **Delete Company**.

The centre of the window displays **Enterprise Hierarchy**. On the right, **Companies** lists the detailed information of each company.

Add a New Company

Click **Add Company** to display the following interface:

On the Company Info page lists following items:

Company Code: The code that is automatically generated by the system.

Name: A user-defined company name.

Logo: You can use an image as the company logo. Click **Insert** or **Remove** to change the Logo.

Operation Mode:

This mode consists of **Hours**, **Salary**, and **Access Control**. If you select **Hour**s, the software will not count working hours based on parameters such as shifts, overtime, early, absence.

If you select **Salary**, the software will count working hours based on shifts, rounding details, break round-off, overtime, late, early, and absence.

If you select **Access Control**, count working hours based on the first check-in time and the last check-out time.

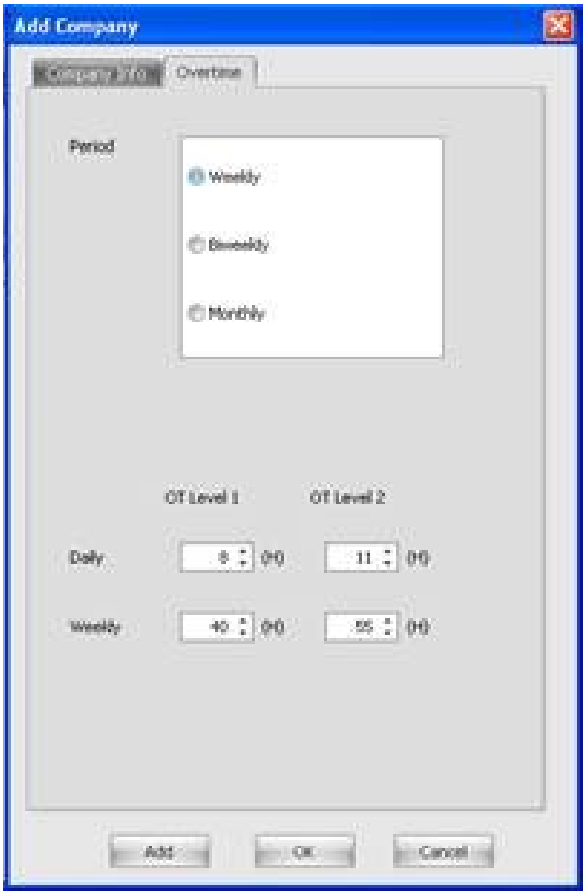
Company contact information includes **Address 1**, **Address 2**, **City**, **State/Province**,**Zip**, **Country**, **Phone**, and **Fax** (optional).

Note: The system generates the **Company Code** automatically. Thus, you cannot change the code. You must enter a name in **Company Name**. If you do not, the system displays the message -This box cannot be empty. You can fill in other boxes optionally or leave them empty.

Overtime

Note: The overtime setup is located under the companies setup page.

Overtime Thresholds specify the amount of time an employee must work before overtime will begin to accumulate. The threshold amounts may be set on both a daily basis and weekly basis. Both the daily and weekly overtime thresholds may be set at two different levels to reflect company policy.



Period: Salary payment period. It consists of following types:

Weekly: Employees are paid once per week.

Biweekly: Employees are paid every two weeks.

Monthly: Employees are paid once per month.

OT Level 1 and OT Level 2: Overtime1 or Overtime2 are the overtime ranges when employees' work hours exceed the OT Level 1 or OT Level 2 (required working hours).

Daily: The daily overtime threshold. Overtime occurs when daily working hours exceed this threshold (hours)

Weekly/Biweekly/Monthly: The weekly/biweekly/monthly overtime threshold. Overtime occurs when the weekly/biweekly/monthly working hours exceed this threshold (hours).

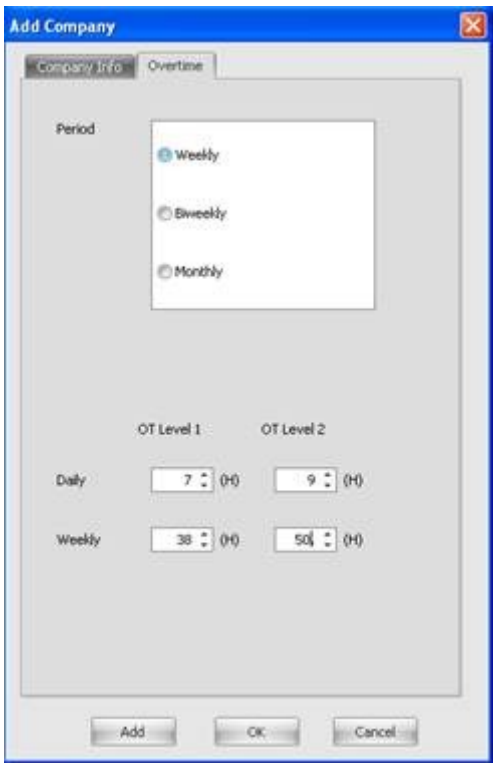
Overtime counting methods:

You can designate the value in the first box of **Daily** time 1, the value in the second box of **Daily** time 2, the value in the first box of **Weekly** time 3, and the value in the second box of **Weekly** time 4.

If an employee's actual daily working hours are greater than time 1 but less than time 2, the overtime at OT Level 1 is the daily working hours minus time 1. If the actual daily working hours are greater than time 2, the overtime at OT Level 1 is time 2 minus time 1, and the overtime at OT Level 2 is the daily working hours minus time 2.

If an employee's actual weekly working hours are greater than time 3 but less than time 4, the overtime at OT Level 1 is weekly working hours minus time 3. If the actual weekly hours are greater than time 4, the overtime at OT Level 1 is time 4 minus time 3, and the overtime at OT Level 2 is the weekly working hours minus time 4.

For example:



According to the above figure:

If an employee works 8 hours a day, he/she has 1-hour overtime (8 minus 7) at OT Level 1. If the employee works 10 hours one day, he/she has a total of 3-hour overtime, 2-hour overtime (9 minus 7) at OT Level 1 and 1-hour overtime (10-9) at OT Level 2.

If an employee works 42 hours a week, he/she has 5-hour overtime (42 minus 38) at OT Level 1. If the employee works 53 hours in one week, he/she has a total of 15-hour overtime, 12-hour overtime (50 minus 38) at OT Level 1 and 3-hour overtime (53-50) at OT Level 2.

Click **Add** to save the current company information. You can continue entering the information of another company on the same interface.

Click **OK** to save the current company information and close this interface.

Click **Cancel** to close this interface, but not to save the current company information.

Edit a Company

Highlight the company in the **Companies** list and Click **Edit Company**, or double click the

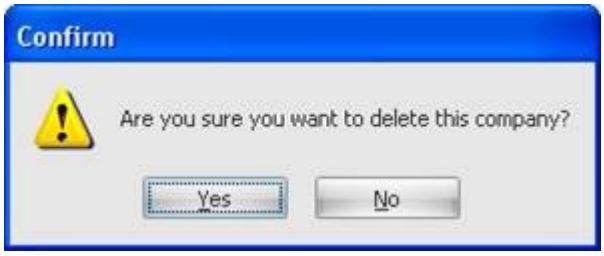
company in the **Companies** list to display the following interface:

You can edit any option except **Company Code.**.After the modification is completed, click **OK** to save the current information and close this interface, or click **Cancel** to close this interface, but not save the modification.

Delete a Company

Highlight the company to be deleted in the **Companies** list.

Click **Delete Company**. Then, the system displays the following message:



Click **Yes** to delete company data, or **No** to cancel.

Note: Before deleting a company, you must delete the employees and departments of the company.

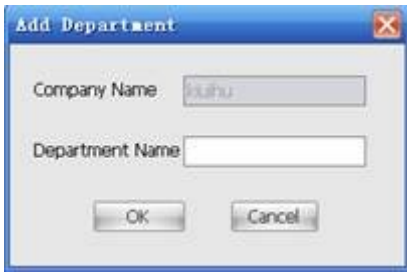
Departmental Management

After you add a company, you can establish its departmental structure. Click **Departments** to enter the following departmental management window.

On the left, **Departments** lists **Add Departments**, **Edit Departments**, and **Delete Departments**. The centre displays **Enterprise Hierarchy**. On the right, **Departments** lists the detailed information of each department.

Add a Department

Under **Enterprise Hierarchy**, select the company from the list by clicking on it to highlight it and then click **Add Department** the following window will appear as shown below.



Company Name: The name of the company the department will be assigned to.

Department Name: Enter the Dpeartment name.

2Note: You must enter a name in **Department Name**. If you do not, the system displays the message - This box cannot be empty.

Click **OK** to save the current department information. You can continue adding departments on the same interface.

Click **Cancel** to close this interface and not save the current department information.

Edit a Department

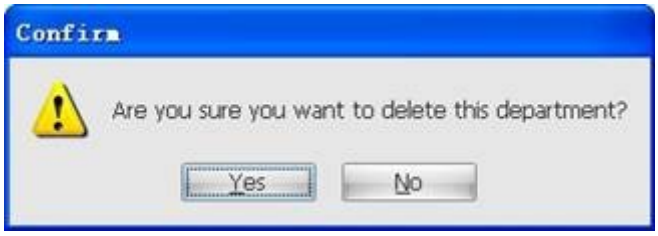
Highlight the **Department** in the **Department** List and click **Edit Department**, or double click the department in the **Departments** list to display the following interface:

You can change the name in **Department Name**. Then, click **OK** to save the current information and close this interface, or click **Cancel** to close the interface and not save the changes.

Delete a Department

Highlight the **Department** in the **Department** list you wish to delete.

Click **Delete Department**. Then, the system displays the following message:



Click **Yes** to delete this department, or **No** to cancel.

Note: Before deleting a department, you must delete the employees of the department.

Employee Management

In the employee management interface, you can create employee records for user IDs, fingerprints,

card registration, date of hire, basic personal information, shifts, attendance, weekly rest days, and so on. You can also synchronize employee information of the system with that on the device.

On the left, **Employees** lists **Add Employee**, **Edit Employee**, **Delete Employee**, and **Sync Employees**. The centre displays **Enterprise Hierarchy**. On the right, **Employees** lists the detailed information of each employee.

Add a New Employee

Under **Enterprise Hierarchy**, select the company or the department related to the employee to be added by highlighting and then click **Add Employee** to display the following interface.

On the Employee Details page lists following options:

Company Name: The name of the employee's company

Dept.: The name of the employee's department

First Name: The first name of the employee.

Last Name: The last name of the employee.

Note: You must enter the names in **First Name** and **Last Name**. If you do not, the system displays the following message - This box cannot be empty. You can optionally fill in other basic information as follows:

On the Other 1 page lists following options:

User ID: One user ID corresponds to one employee. The employee can use the minimum unused ID generated automatically by the system or enter an unused ID in the range of 1 to 999, 999, 999.

Password: The password/PIN registered by an employee. With this password/PIN, the employee can check in/out by typing a PIN number at the clock.

FingerPrint Enrolled: The fingerprint registration status. An employee can check the **FingerPrint Enrolled** box to confirm fingerprint registration and perform fingerprint attendance. If the **FingerPrint Enrolled** box is unchecked, the employee cannot perform fingerprint attendance.

Card Number: If using RFID proximity cards are used each card has a number, which is assigned to each of the employees. There cannot exist two cards with the same number, i.e., each employee will have a unique card number.

Title: Enter Job Title

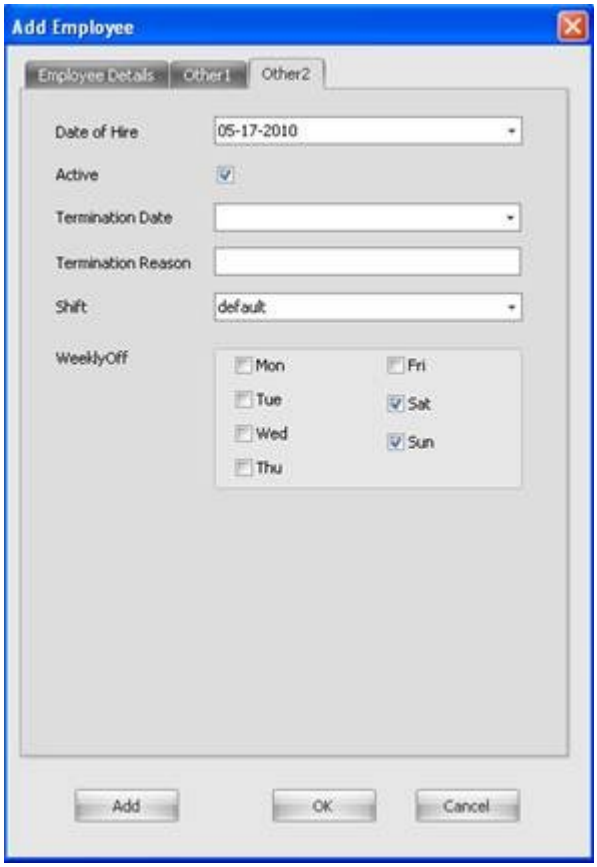
SSN: This is a social security Number or National Insurance number

Photo: You can enter a of each employee. Click **Insert** and select the image from a location on your hard disk. Click **Remove** to delete the image.

User Define1: There are 4 fields labelled User Define1 – 4 which you can enter any information relating to each employee.

Note: When the terminals do not have card readers, you may leave the card number field blank.

On the Other 2 page lists following options:



Date of Hire: The date when an employee is employed. When adding an employee, you can take the current system date as the date of hire by default, or you can change the date. This information is very important, please enter the correct date.

Actives: An employee's status. If the **Active** box is unchecked, the attendance result of the employee is not summarized.

Termination Date: The date when an employee terminates service.

Termination Reason: The reason(s) an employee terminates service.

Shift: The shift assigned to an employee. The employee must be on/off-duty based on the assigned shift. The shift is defaulted by the system even if you do not intend to use shifts the default shit must be left.

Weekly Off: The weekly rest days assigned to an employee. Attendance is not required on rest days.

After all information is completed:

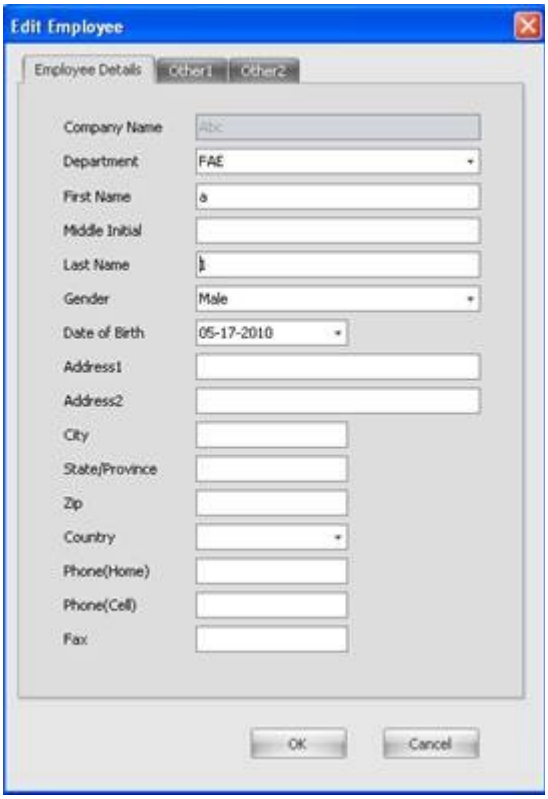
Click **Add** to save current employee information. You can continue entering the information of another employee in the same interface.

Click **OK** to save the current employee information and close this interface.

Click **Cancel** to close this interface and not save the current employee's information.

Edit an Employee

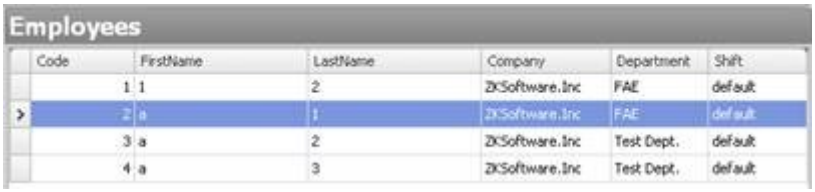
Under **Enterprise Hierarchy**, select the employee to be edited by highlighting them. Click **Edit Employee**, or double click the employee in the **Employees** list to display the following interface:



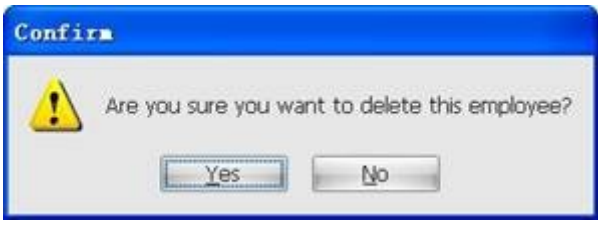
You can change all options except **Company Name** and **User ID**. After the change is completed, click **OK** to save the changes and close this interface, or click **Cancel** to close this interface and not save the changes.

Delete an Employee

Select the employee to be deleted in the **Employees** list. Doing so highlights the selected employee line.



Click **Delete Employee**. Then the system displays the following message:



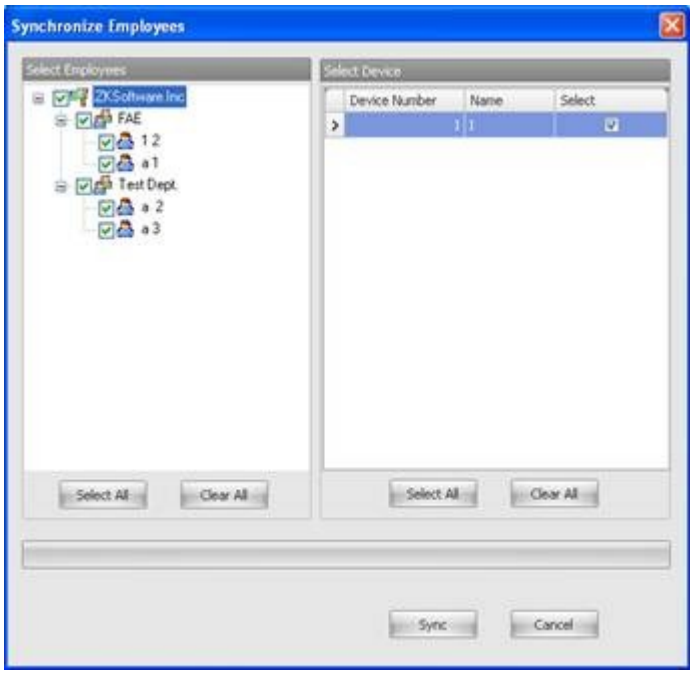
Click **Yes** to delete the employee, or click **No** to cancel.

Sync Employees

After you add employee information, you can synchronize the employee information with the device. The information that is synchronized and sent to the device is employee name Fingerprint information if stored card.

Note: Before using Sync Employee, make sure the device is connected to the network and switched on.

Steps: After the device is connected, click **Sync Employees** to display the following interface.



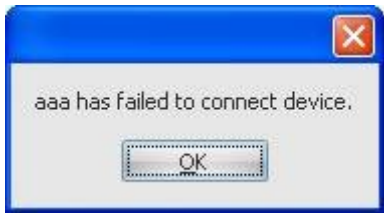
Under **Select Employees** on the left, check the boxes of company/department/employee to select employees you wish to synchronize with the device. (Clicking the check box of a company selects all the employees and departments of the company. Clicking the check box of a department selects all the employees of the department.)

Under **Select Device** on the right, check the related devices box.

Click **Cancel** to cancel uploading and to close this interface.

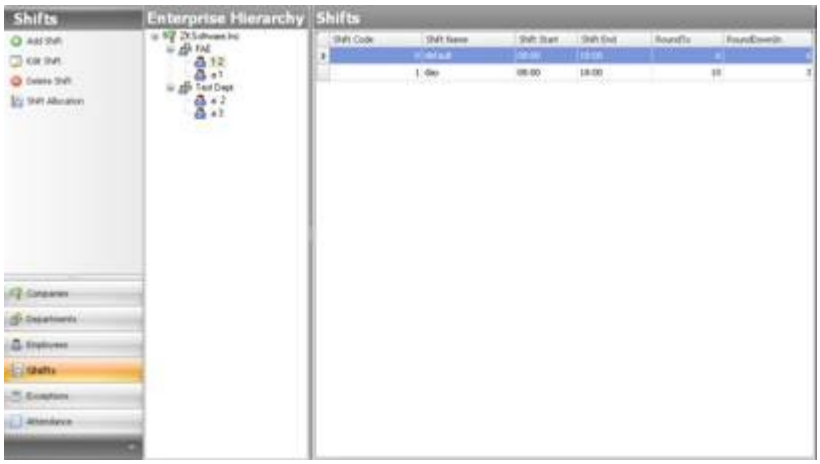
Click **Sync** to connect the system to the device based on the communication parameters set in **Device Option**. The system will synchronize the information with the device.

If an error box appears like below please check your device settings in the **Device Option** screen located in the **Configuration** menu.



Shift Management

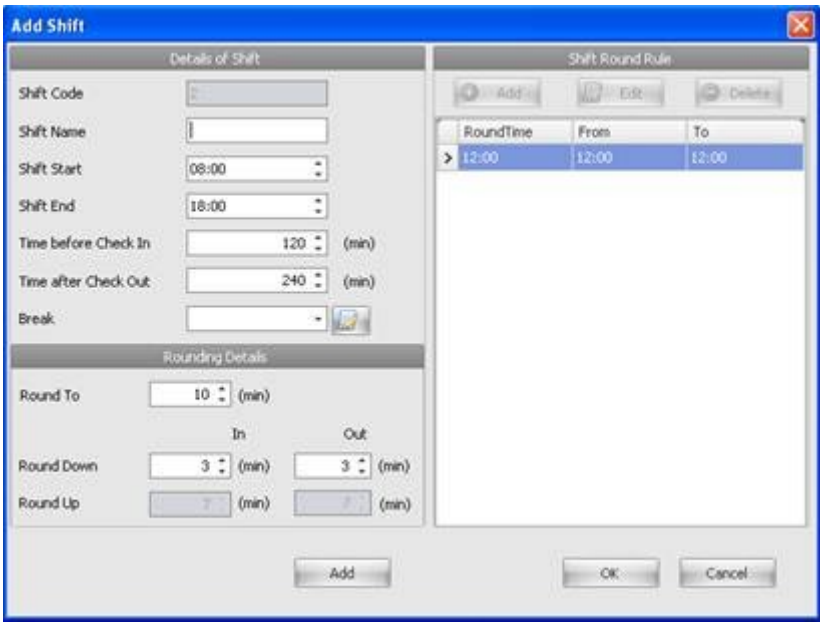
In the shift menu, set all possible shifts. When adding employee files, assign shifts to employees. Thus, the employee's work time is based on the **Shift Start/End** and **Break**.



On the left, **Shifts** lists **Add Shift**, **Edit Shift**, **Delete Shift**, and **Shift Allocation**. The centre displays **Enterprise Hierarchy**. On the right, **Shifts** lists the detailed information of each shift.

Add a Shift

Click **Add Shift** to display the following interface.



On the Details of Shift page lists following items:

Shift Code: A code automatically generated by the system.

Shift Name: Type a name you would like to call the Shift e.g. Days.

Shift Start: The time of day when employees in this shift are scheduled to begin work.

Shift End: The time of day when employees in the shift are scheduled to stop working**.**

2Note: You can schedule day and night shifts.

Time before Check In: The time range before the Check In time, out of which employees' Check In is invalid. For example, if the Check In time is 07:00 and the **Time before Check In** is set at 60 (minutes), the employee can check in between 6:00 and 7:00 but any check in before 06:00 is invalid.

Time after Check out: The time range after the Check Out time, out of which employees' Check Out is invalid.

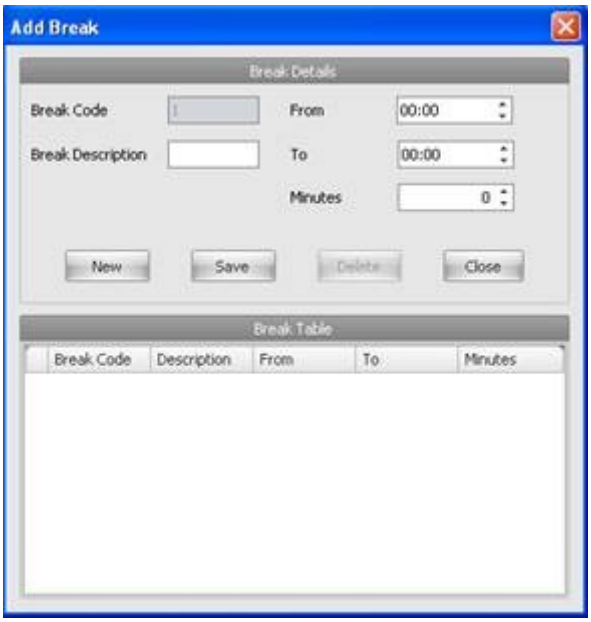
For example, if the Check Out time is 17:00 and the **Time after Check out** is set at 30 (minutes), checking out after 17:30 is invalid.

Break: This option allows you to set-up break times which will automatically be deducted from the working day.

Adding and Editing Break Times

Follow the following steps to add and edit **Break**.

Click to add a break or edit an existing break. The **Add Break** interface is displayed as follows:



Break Code: A break code automatically generated by the system.

Break Description: The name of the break.

From: The break start time.

To: The break end time.

Minute: After you enter time in **From** and **To**, the system automatically counts the break time period.

Note: You must enter a name in **Break Description**. If not, the system displays the following message - This box cannot be empty.

Click **Save** to save the setting and display the information under **Break Table**, but not to close the interface. If required, click **New** to add another break as shown in the following figure.

Click **Close** to close the interface and not to save the setting.

Click **Delete** to delete the break.

If you want to edit the existing break, click . The steps are the same as those for adding a break.

Note: You must enter a name in **Break Description**. If not, the system displays the following message - This box cannot be empty.

Click **Save** to save the setting and display the information under **Break Table**, but not to close the interface. If required, click **New** to add another break as shown in the following figure.

Click **Close** to close the interface and not to save the setting.

Click **Delete** to delete the break.

Rounding Details

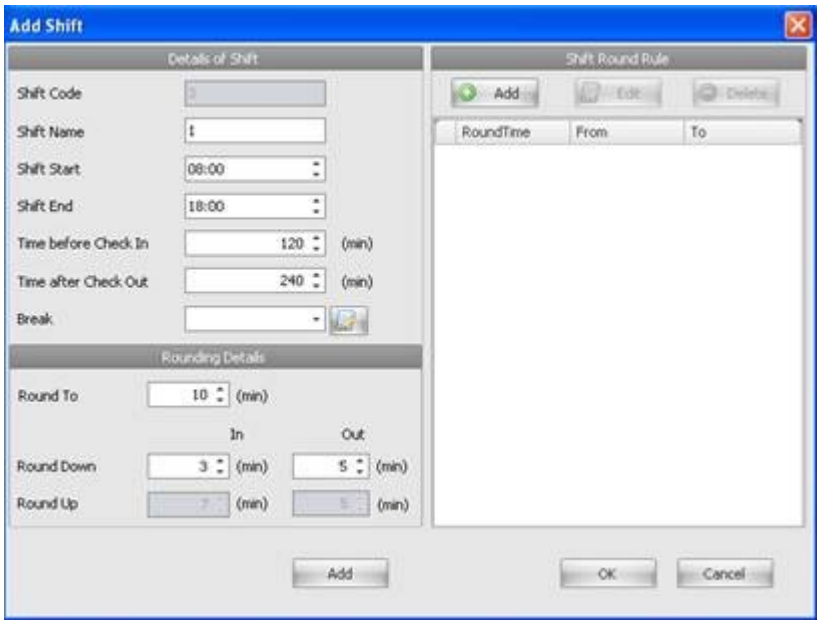
On the Rounding Details page lists following items:

Round To: The minimum round-off unit of working hours. As shown in the previous figure, if the Round To = 10, take 10 minutes as the minimum unit when counting the working hours.

Round Down In/out: Adjust the Round down value and the round up value will automatically change. See example below for explanation. IN/OUT correspond to check in/out

Round Up In/out corresponds to Round Down In/out respectively.

Example:



If an employee checks in at 08:02 and checks out at 17:55 in this shift mode, the system rounds down the check-in time as 08:00 and rounds up the check-out time as 18:00. This means the employee is allowed to check in 2 minutes later or check out 5 minutes earlier than the required time.

Shift Round Rule

On the Shift Round Rule page lists the following items:

The number of minutes before the Shift Start Time or after the Shift End Time in which employees transactions will be treated as if they occurred exactly at the Start or End times

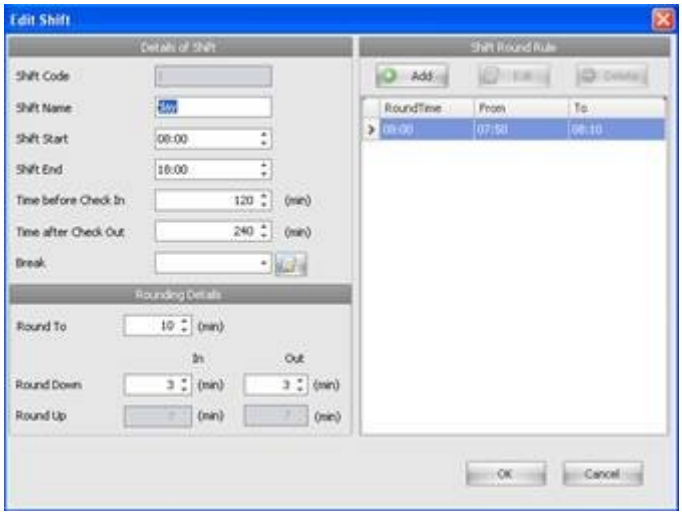
Click **Add** to set time on the following interface:

For example, enter 07:05 in **Round Time**, 07:00 in **From**, and 07:10 in **To**. After the setting is completed, the system records any attendance time in the range of 07:00 to 07:10 as 07:05 .

Click **Edit** to change the shift round by following the steps of adding the shift round.

Edit a Shift

Select the shift to be edited by highlighting it in the **Shifts** list. Then click **Edit Shift** or double click the shift to display the following interface.

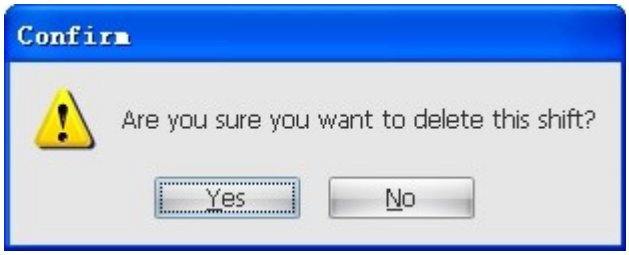


You can edit any information except the code. After the change is completed, click **OK** to save the changes and close this interface, or click **Cancel** to close this interface and not save the changes.

Delete a Shift

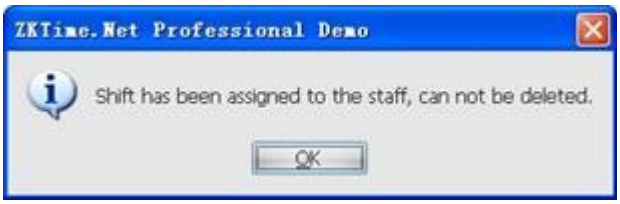
Select the shift to be deleted in the **Shifts** list. Make sure the corrrect shift line is highlighted.

Click **Delete Shift** to display the following message:



Click **Yes** to delete the shift record, or **No** to cancel.

Before deleting the shift, cancel the assigned shift. Otherwise, you cannot delete the shift and the system displays the following message:

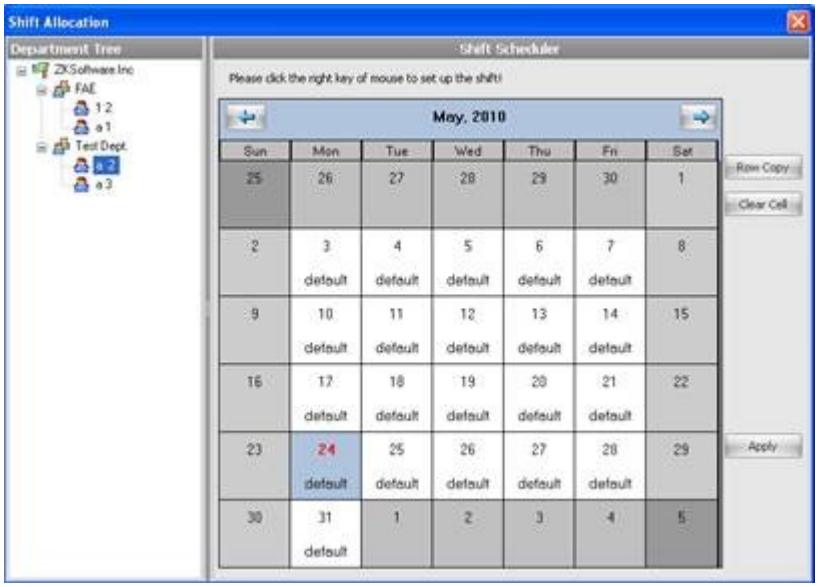


Note: You cannot delete the default shifts.

Shift Allocation

When temporary shift allocation is required, you can allocate shifts for employees in this interface. The system summarizes shifts firstly based on allocated shifts and secondly on assigned shifts set in Employee Management.

Select the employee related from the **Enterprise Hierarchy**, then click **Shift Allocation** to display the following interface:



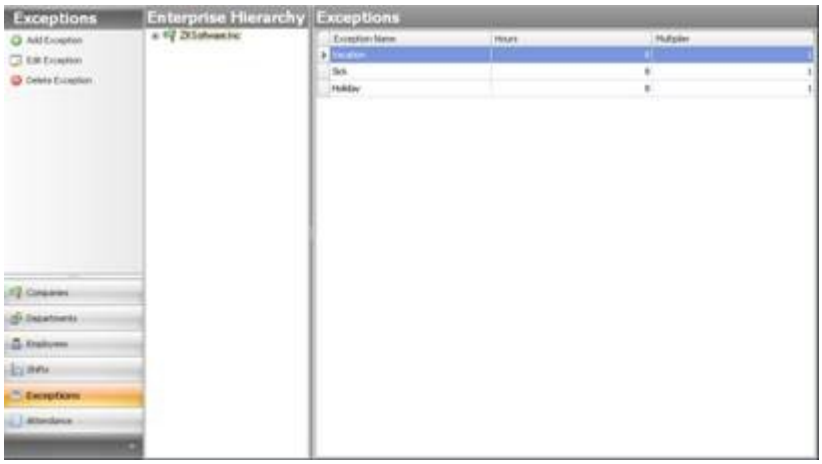
You can select a single date to assign a shift by clicking on the date in the calender view then press the right mouse key this will display the shifts available for you to allocate select the shift.

To designate the same shift in several dates, press "Control" key and click left key of the mouse to select several dates, then click right key to display the shifts available for you to allocate select the shift, you can release the "Control" key after completion; or click **Row Copy** to copy the weekly dates. If you want to cancel the assigned shift, select the date and then click **Clear Cell**.

Once the shift allocations have been made select the employees in the department list window or entire departments click **Apply** to make the setting effective.

Exception Management

Set possible exceptions for employees to record attendance. The system default exceptions are Vacation,Sick and Holiday. These can be changed but not deleted.



On the left, **Exceptions** lists **Add Exception**, **Edit Exception**, **Delete Exception**. The centre displays **Enterprise Hierarchy**. On the right, **Exceptions** lists the detailed information of each exception.

Add an Exception

Click **Add Exception** to display the following interface:

Exception Name: The name of an exception.

Hours: The time duration of the exception (hours).

Multiplier: We advise leaving the multiplier set to 1.

After the setting is completed, click **Add** to save the information and continue adding another exception, or click **OK** to save and exit. Click **Cancel** to close the interface and not save the information.

Edit an Exception

Edit the existing **Exception Name**, **Hours**, and **Multiplier** in this interface.

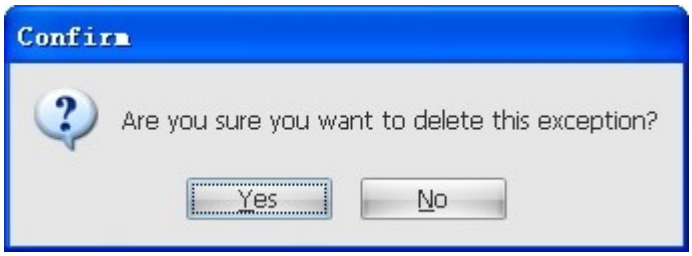
Click the exception to be edited in the **Exceptions** list. Click **Edit Exception**, or double click the exception in the list to display the following interface:

Edit information in **Exception Name**, **Hours**, and **Multiplier**. And then click **OK** to save or **Cancel** to exit.

Delete an Exception

Delete all the exceptions except the default exceptions.

Click the exception to be deleted in the list and click **Delete Exception**. Then, the system displays the following prompt:



Click **Yes** to delete or **No** to cancel.

Note : You cannot delete the default exceptions

Attendance Management

You can use this function to upload attendance data via USB or network connection, modify punches, modify exceptions, and summarize attendance results. The attendance management function generates attendance reports.

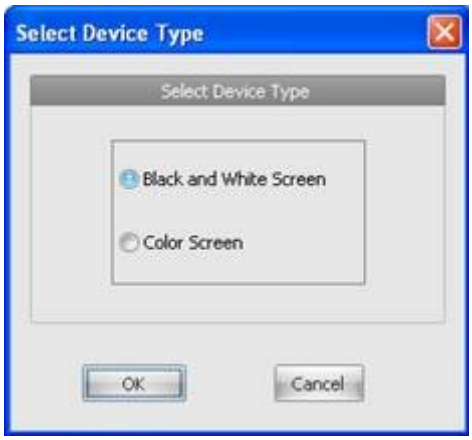
On the left, **Attendance** lists **Import Data**, **Download Records**, **Assign Exceptions**. The centre displays **Enterprise Hierarchy**. On the right, **Period/Working Hours** lists the detailed information of each attendance.

Import Data

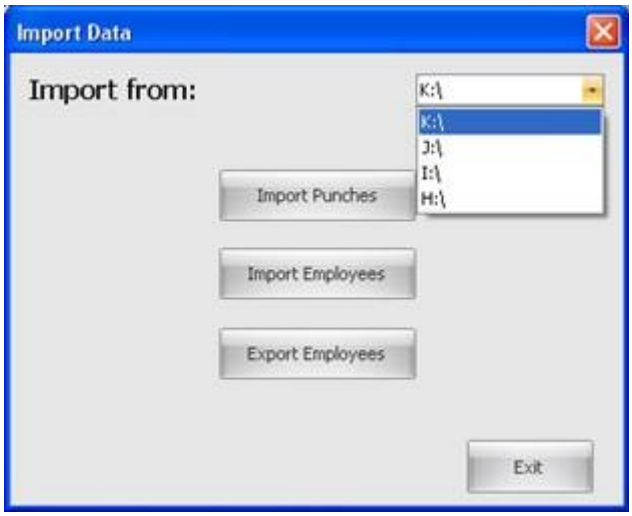
This function allows for you to save employee information onto the USB from the ZK Time software and then import the information into the fingerprint clocking device the information that will be saved onto the USB will be the employee name and fingerprint information if present. This function also allows for importing the clocking records into the ZK Time software via USB.

Insert the USB memory stick into the computer and then click **Import Data**. You are prompted to select **Black and White Screen** or **Colour Screen** this is the screen of the clocking device. EG TAU-600 'colour screen.'

Note: You must select the correct device type. Otherwise, you cannot import the data successfully.



Select the device and click OK for the system to find the USB memory stick. If you insert multiple USB memory stiscks, you have to find the correct USB from the drop down list.



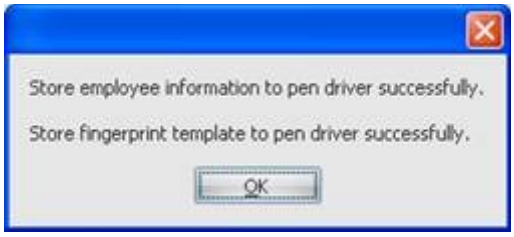
Otherwise, the system displays the following interface:

Import Punches: Import punches (clockings) from the USB Memory stick. (please make sure you have downloaded the clockings from the clock device via the menu screen onto the USB).

Import Employees: Import employee information from the USB memory stick this feature will import the employee's information from the clock. Again you will need to save the employee information onto the USB memory stick via the clocking device menu screen.

Export Employees: Export employee information to the USB memory stick this option will send the employee name and fingerprint details(if present) to the USB memory stick so you can then import them into the clocking device EG TAU-600.

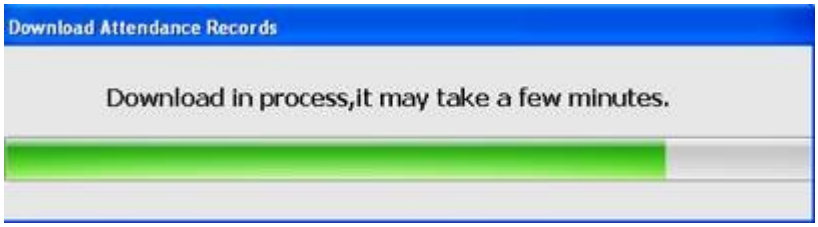
Click any of the above options to download or upload data. If downloading or uploading succeeded, the system displays the following:



Download Records

Download Records function is to access the clocking device over the network please make sure the clocking device is connected to your network and set-up correctly. You can test the connection in the **Configuration – Device option screen.**

Click Download Records to download the data. Then, the system displays the following message:



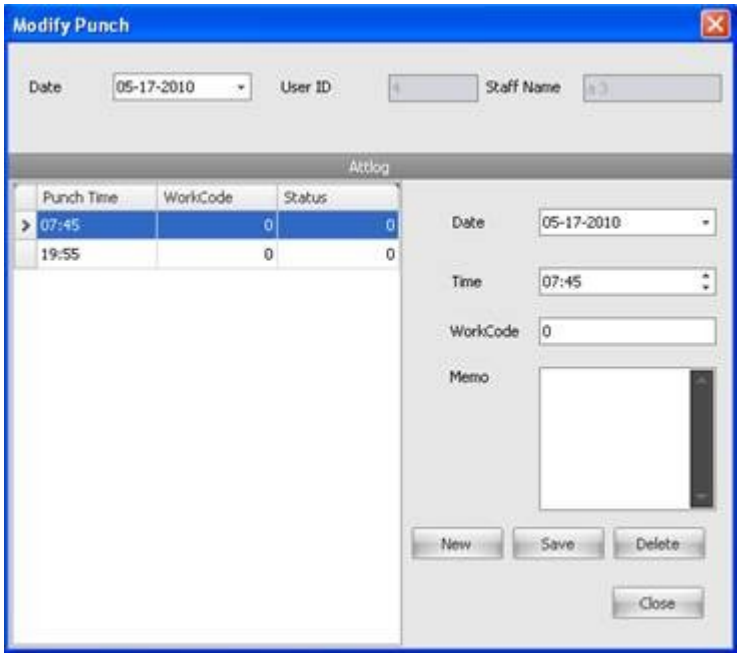
3. After the download is completed, click **OK**. The records are successfully downloaded.

This will now have downloaded the latest clocking information from the clock device. The window will say how many punches (clockings) the software has downloaded.

After downloading is complete, you can add, modify, and delete attendance records, and record attendance times.

Modify Punch

Click the record to be edited in the W**orking Hours** list so that it is highlighted and then click **Modify Punch**, or double click the record to display the following:



Date (at the Top of screen): Select the date for record editing.

User ID: The ID of an employee.

Staff name: The name of an employee.

Date (on the right of the screen): Select the you wish to modify the clocking.

Time: The time of the clocking.

Work Code: A type of work. (Not used)

Memo: Add the memo to why clocking had been modified. EG changed clocking due to staff meeting.

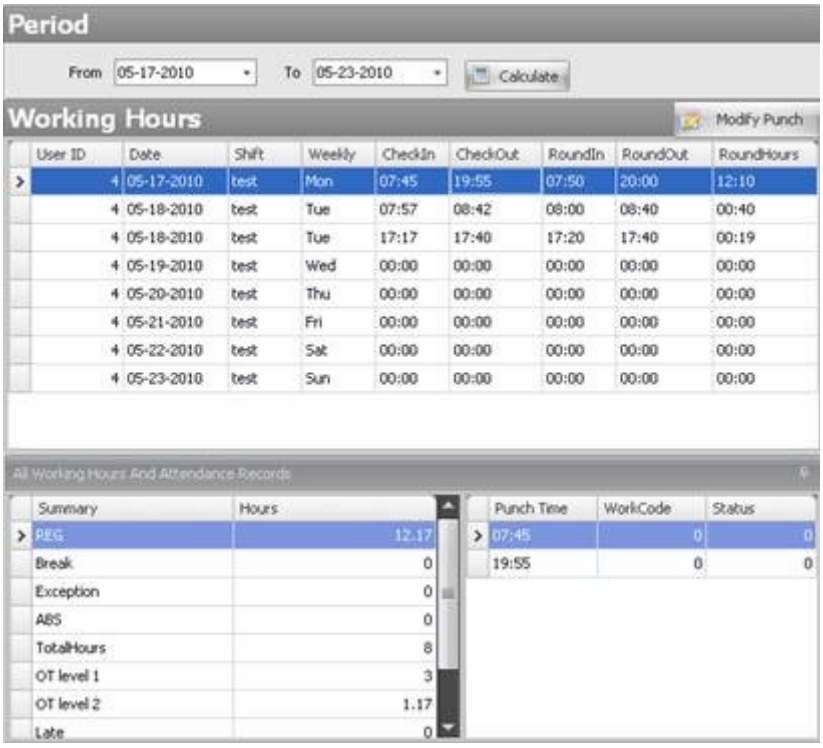
Click **New** to add the Check In or Check Out time. After one record is added, click **Save**. If required, click **New** to add another record. After the punch is modified, the system automatically recounts attendance time.

Note: You can add many punch records here. The system automatically chooses the first two records that comply with the attendance rules.

Attendance Time Calculation

After you complete downloading, editing and modifying punch records, you can calculate the working hours for employees.

Under **Period**, select the time range and click **Calculate**. The system then calculates and displays the result.


Period
From 05-17-2010
To 05-23-2010
Calculate
Working Hours
Modify Punch
User ID Date Shift Weekly CheckIn CheckOut RoundIn RoundOut RoundHours
4 05-17-2010 test Mon 07:45 19:55 07:50 20:00 12:10
4 05-18-2010 test Tue 07:57 08:42 08:00 08:40 00:40
4 05-18-2010 test Tue 17:17 17:40 17:20 17:40 00:19
4 05-19-2010 test Wed 00:00 00:00 00:00 00:00 00:00
4 05-20-2010 test Thu 00:00 00:00 00:00 00:00 00:00
4 05-21-2010 test Fri 00:00 00:00 00:00 00:00 00:00
4 05-22-2010 test Sat 00:00 00:00 00:00 00:00 00:00
4 05-23-2010 test Sun 00:00 00:00 00:00 00:00 00:00
All Working Hours And Attendance Records
Summary Hours
REG 12.17
Break 0
Exception 0
ABS 0
TotalHours 8
OT level 1 3
OT level 2 1.17
Late 0
Punch Time WorkCode Status
07:45 0 0
19:55 0 0

Under **Working Hours list**, click the attendance record for the system to display the calculation result under **All Working Hours And Attendance Records section**. You can double click to modify the result.

REG = Round Out – Round In - Break (based on Round Time)

BREAK: The total break time during work days. (when using shifts)

Exception: The total time of exceptions (such as sick leave and vacation) during work days.

ABS: Total absence. (when suing shifts)

Total Hours: The time be calculated by the following three methods (unit: hours):

OT level 1: An overtime type. OT1 = the total working hours - OT Level 1.

OT level 2: An overtime type. OT2 = the total working hours - OT Level 2.

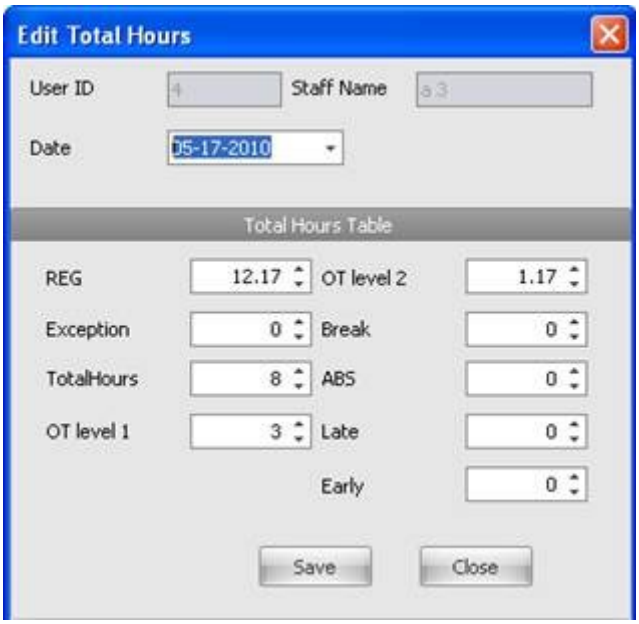
Late: The time range for lateness.

Early: The time range for leaving early

Note: You can set the calculation result that is displayed under **All Working Hours And Attendance Records** in **Configuration - System Option**.

Follow the following steps to edit total hours:

Double click the record to be edited under **Total Working Hours And Attendance Records section**. Then, the system displays the following:



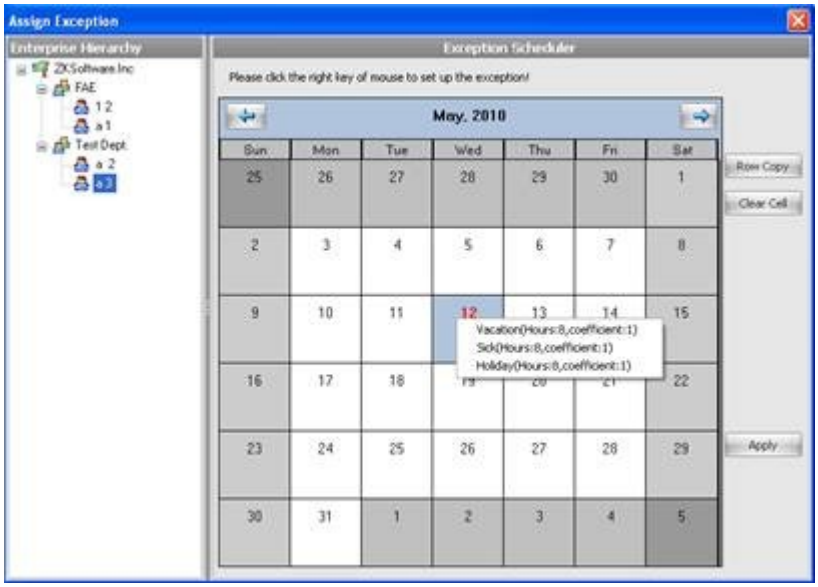
You can select or enter values in the related boxes, but you cannot edit in the grey boxes. After setting is complete, click **Save** to exit.

Note: The edited information is the final result that will appear in the report if you recalculate the information will be overwritten back to the original.

Assign Exceptions

Assign exceptions (such as sick leave and vacation) that may be required by employees during work time.

Select the employee and the date, and then right click the date. Then the system displays existing exceptions as shown in the following figure:



If you want to assign the same exception to an employee on different and multiple dates, press "Control" key and click left key of the mouse to select several dates, then click right key to select shifts (or exceptions), and release "Control" key after completion;or click **Row Copy** to copy weekly dates, this process is the same as **Shift Allocation**. If you want to cancel the assigned exception, select the date and click **Clear Cell**. After assigning is complete, click **Apply** to enable the exception.

Reports

On the **Reports** menu, you can generate, print and export employee information, attendance records, and so on. The available reports include:

1. Reports based on employee information

- **Emp Info Report – Shows all the employee information Name, Address etc.**
- **Emp List Report – Shows Name shift assigned in list view.**

2. Reports based on employee information and time range

- **Transaction – This report shows all clocking transactions for the selected period and also the method used (Fingerprint, PIN, Card or Manual)**
- **Daily Totals - A simple report showing daily Totals based on the selected period.**
- **Emp Schedule – Shows the shifts and times for employees based on selected period.**
- **Total Time Card -**
- **Summary – This report will show the total hours, OT etc for the selected period.**
- **Early Out – Any employees leaving early (when using shifts)**
- **Late Comers – Any employees arriving late (when using shifts)**
- **Absence – Any employees forgetting to clock or not present (when using shifts)**
- **Time Card – This report will show each day for the selected period the clocking times and a total time.**
- **Time Card List – This will show clockings for each employee and a total time card for company and departments.**
- **Exception – Exception report shows any exceptions that have been assigned for the selected period (vacation, sick etc)**

To Generate and Print Reports

To generate a report:

1. On the main window of ZKTime.Net, click **Reports**.

2. Select the type of report you wish to preview or print and click the icon.

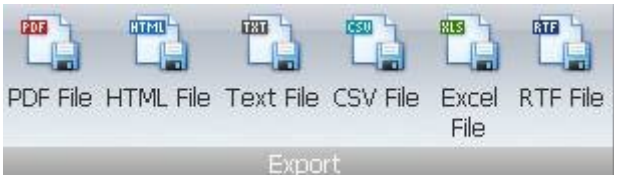
3. Select the Set Condition when applicable. This includes Date Area, Select Staff.

4. You can select employees from one company only, and not from different companies at the same time.

5. After the **Set Condition** is completed, click OK to view the report on the PC.

6. When previewing, printing and exporting reports, you can perform operations including Document, Page, Navigation, Zoom, Colour and Export on the Preview page.

7. Click **Export** to create a report in any of the following six optional formats as shown in the figure:



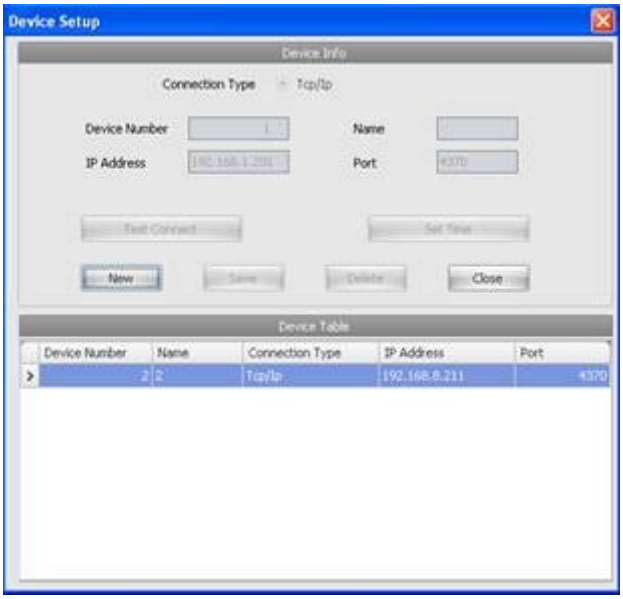
Click **Close** to return to the main window of ZKTime.Net.

System Configuration

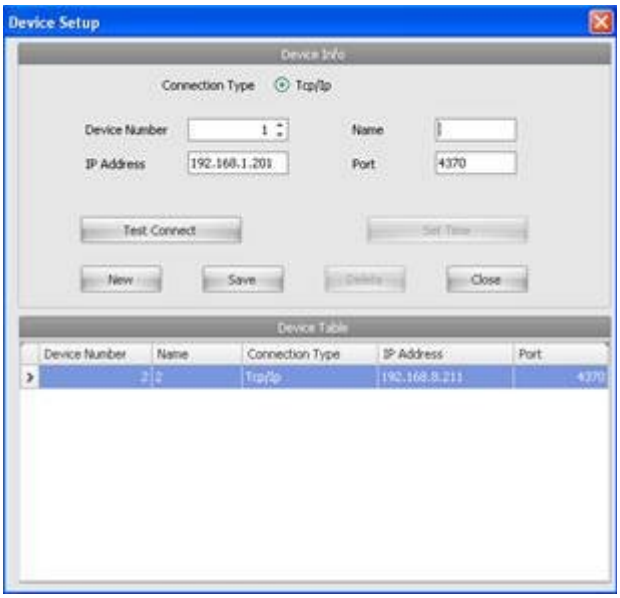
In the **Configuration** menu, you can manage the connected clock device, system users and set various system options.

Device Option

In this window you can add more clock devices, test the connection to the clock devices and set the time on each device. Click **Device Option**. Then the system displays the following interface:



When you enter this page, you can use only the **New** and **Close** buttons. Click **New** or select a device under **Device Table** by highlighting it. When you have selected a device the text and buttons above will become active.



Add a New Device

Connection Type: TCP/IP supported by the system.

Device Number: The machine number of the device. This by default in the clock is 1 we advise to leave as 1.

Device Name: The name of a device (to identify the device to be connected).

Host: The IP address of the device. Default is 192.168.1.201

Port: The default 4370 that cannot be changed.

Note: Enter a name in **Device Name EG Reception Clock or Warehouse Clock**. Otherwise the system displays the message - This box cannot be empty.

After connection set-up is completed, click **Save**. Then the system starts to connect to the device. If the connection succeeded, add the device information under **Device Table**. If the connection failed, the system displays the message - Connection failed. Save? Click **Yes** to save the connection information, or click **No** to cancel.

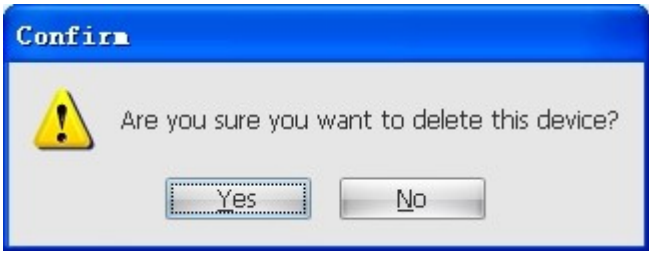
2. Edit a Device

Select the device to be edited under **Device Table** by highlighting it. This displays the device information in the boxes above the **Device Table**. Modify the parameters in related boxes.

After editing is completed, click **Save**. Then, the system starts to connect to the device. If the connection succeeded, add the device information under **Device Table**. If the connection failed, the system displays the message - Connection failed. Save? Click **Yes** to save the record, or click **No** to cancel.

3. Delete a Device

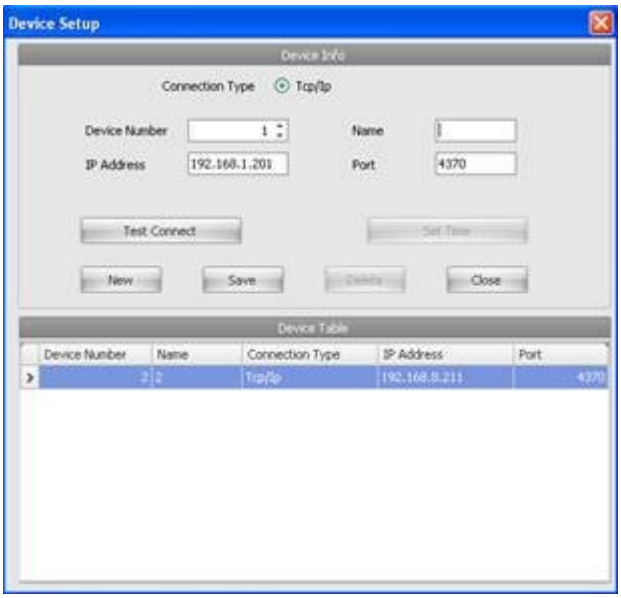
Select the device to be deleted under **Device Table by** highlighting it. Click **Delete**. Then the system displays the following message:



Click **Yes** to delete this device, or click **No** to cancel.

Testing Connection to a Clock

Select a device under **Device Table by** highlighting it. Click **Test Connect** to check whether the system can connect to the device.



If the test failed, check the following:

That the clock device connection parameters are consistent with the communication parameters on the clock device menu.

That the network link is well connected.

Setting the Time on the Clock

Select a device under **Device Table by** highlighting it. Click **Set Time** the following window will appear:

The time that will be sent is the local PC date and time so please make sure the PC time is correct.

Set the local time, and then click **Set Device Time** to synchronize the device time and the local time.

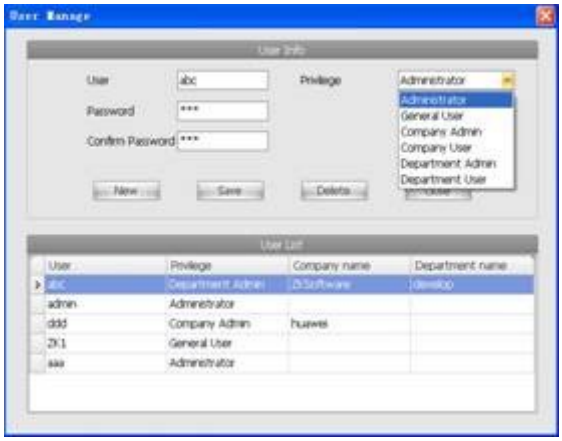
User Manage

You can manage and set users and privileges with this interface. Click **User Manage** to display the following interface.

In the User Manage interface, you can only use the **New** and **Close** buttons. Click **New** or select a user under **User List** to activate the boxes above the **User List** and the other buttons.

Create a New User

Click **New** to set parameters in the following interface:



User: Enter the user login name (the name the user will use to login to the ZK Time software)

Password: Enter the user login password (the password the user will use to login to the ZK Time Software)

Confirm Password: Confirm the password (you must enter the password again to check it is correct)

Privilege: The user's rights or privileges including the following six types:

Administrator: This type of user can view all system data, perform allowable operations, add or delete software login users, and grant user privileges. Only administrators have these privileges.

General User: This type of user can view the data of all companies, but cannot perform any operations.

Company Admin: This type of user can view the data of their own companies and perform allowable operations. This means the privileges of Company Admin are restricted to one company.

Company User: This type of users can only view data of their own companies.

Department Admin: This type of user can view data of their own departments and perform allowable operations.

Department User: This type of user can only view data of their own departments.

When selecting **Company Admin** and **Company User** in **Privilege**, select the related company in **Company**.

When selecting **Department Admin** and **Department User** in the **Privilege** box, select the related company and department in **Company** and **Department**.

Note: Enter a name in **User**. Otherwise, the system displays the message - This box cannot be empty.

After setting the user information, click **Save** to add the user information under **User List**.

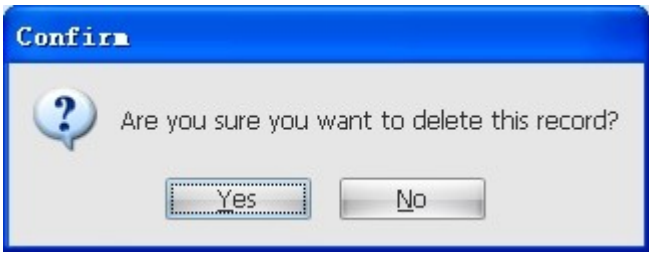
2 Edit a User

Select the user to be edited under **User List** by highlighting it. This displays the selected user information in the boxes above **User List**. Modify the parameters in related boxes.

After editing is completed, click **Save** to add user information under **User List**.

3 Delete a User

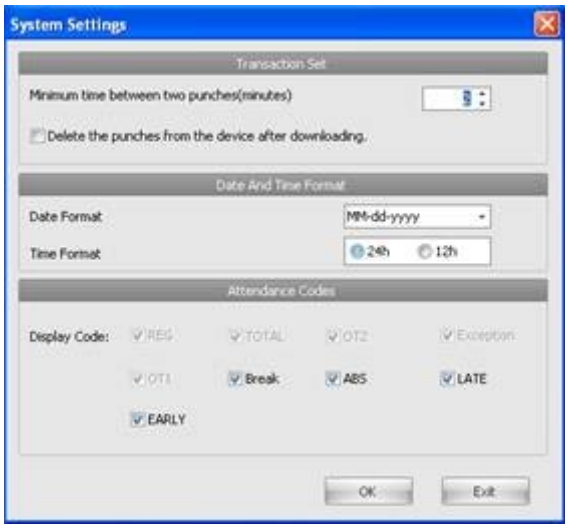
Select the user to be deleted under **User List**. Thus the selected user line is highlighted. Click **Delete**. Then the system displays the following message:



Click **Yes** to delete this user record, or **No** to cancel.

System Option

Click **System Option** to display the following interface:



Minimum time between two punches: The minimum time period (minutes). If two punches are recorded within this time range, use the time of the first punch and ignore the second when calculating attendance time. The employee will still be allowed to clock at the clock but the software wil only use the first clocking.

Delete the punches from the device after downloading: If you click the check box, the downloaded attendance records are deleted from the clock device after each download.

Date And Time Format: Set date and time formats for the system You can select six types of date formats in the drop-down box as shown in the following figure. You can select two types of time formats, as shown in the above figure. Select **24h** to use the 24h clock setting, for example, 08:00 = 08:00 in the morning and 20:00 = 08:00 at night; select the second **12h** to use the 12h clock setting, for example 08:00 a.m. = 08:00 in the morning and 08:00 p.m. = 08:00 at night.

Display code: The result of the attendance summary. It displays under **All Working Hours And Attendance Records** on the **Attendance** interface.

System displays the following codes by default: REG, TOTAL, OT2, Exception, OT1.

You can choose to display following codes: Break, ABS, LATE, EARLY.

- **Note**: Restart the system to make the settings effective.

Activate Software

If you have not registered when logging in to the system, click **Activate Software** to open the software activation interface and register the software. This is done by connecting to the clock device. The clock device needs to be connected to the network.

Backup Database

Function: Backup the system database. **Configuration Menu**

Click **Backup Database**, and then select the database backup path in the displayed **Save As** dialogue box. The database is saved as a compressed ZIP file.

Restore Database

Function: Restore the system database. **Configuration Menu**

Click **Restore Database**, and then select the backed up database in the displayed **Open** dialogue box. Click **OK**.

- **Note**: Restart the system to make the settings effective.

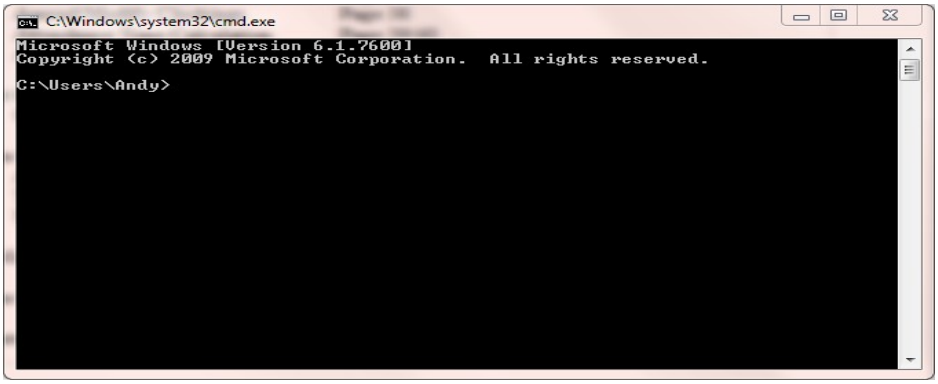
Finding the IP range of your Network.

To connect the clock to your network you will need to assign the clock a valid IP address that suits your network. All networks are different and use various IP ranges. To find the range that suits your network follow these simple steps:

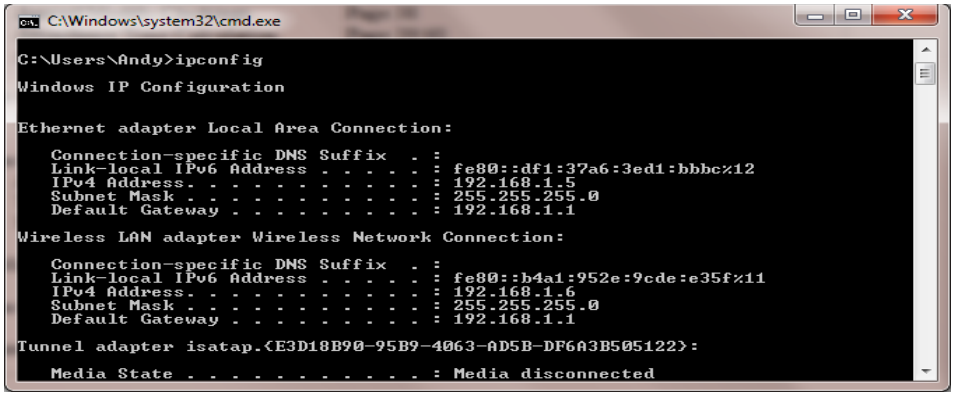
For Windows Vista and Windows 7
Click the Start Orb
In the Start Search box type **cmd** and press Enter

For Windows XP, or 2000
Click Start
Click Run...
In the Open: field of the Run window type: **cmd** and click OK

This box should appear:



Type ipconfig and press enter:


C:\Windows\system32\cmd.exe
C:\Users\Andy>ipconfig
Windows IP Configuration
Ethernet adapter Local Area Connection:
Connection-specific DNS Suffix . :
Link-local IPv6 Address . . . . . : fe80::df1:37a6:3ed1:bbbc%12
IPv4 Address. . . . . : 192.168.1.5
Subnet Mask . . . . . : 255.255.255.0
Default Gateway . . . . . : 192.168.1.1
Wireless LAN adapter Wireless Network Connection:
Connection-specific DNS Suffix . :
Link-local IPv6 Address . . . . . : fe80::b4a1:952e:9cde:e35f%11
IPv4 Address. . . . . : 192.168.1.6
Subnet Mask . . . . . : 255.255.255.0
Default Gateway . . . . . : 192.168.1.1
Tunnel adapter isatap.{E3D18B90-95B9-4063-AD5B-DF6A3B505122}:
Media State . . . . . : Media disconnected

The information that is now displayed shows the IP range that your network uses. The Ipv4 address will be the address of the computer you are using and the Gateway will in most cases be the broadband router/switch. The picture above shows a computer address of 192.168.1.5 and a gateway of 192.168.1.1 so from this information we can see that the IP address that you need to assign to the clock will need to start with 192.168.1 and then the last number will need to be unique to the clock and one that is not used by any other device.

EG if your Ipv4 was 10.172.68.36 and your gateway was 10.172.68.1 then you could use an address for the clock such as 10.172.68.201 as long as no other device is using this address see below on testing to see if an address is being used by another device.

Testing for an unused IP address

Please make sure the clock is disconnected or powered off before testing for network availability.

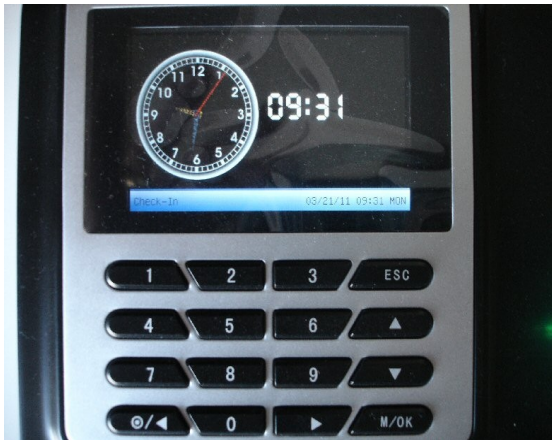
You can test the IP address number is not being used by using another device by using a command called 'ping' to use this command use the same cmd window as the previous task and type ping then the address you wish to use.

EG ping 192.168.1.201 if no device is using this address the window will show 4 lines with destination host unreachable. If a device is using the address then the window will show 4 lines of replies meaning that the address is being used and you will need to allocate another.
EG ping 192.168.1.202 and so on. Until you find an address that is not being used the maximum number you can use is 253.

If you now have an IP address that you can use you will need to set this in the clock the default address of the clock is 192.168.1.201 so you may be able to use the default stetting if this suits your IP range for your network. If not follow the instructions **Setting the IP Address on the clocking device.**

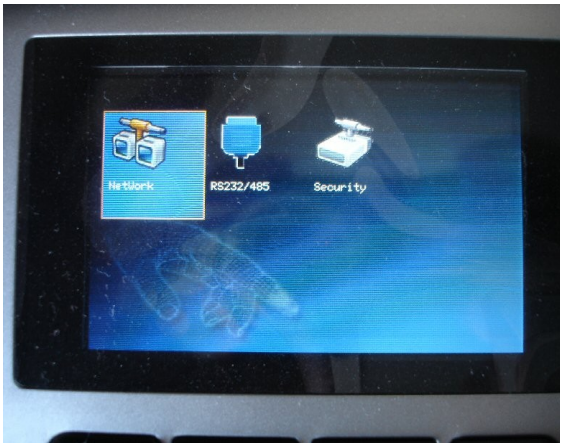
Setting the IP Address on the clocking device.

This page will show how to set the IP address of the TAU-600 clock. The IP address is a unique address that the clock requires to communicate on the network. All computer equipment that is connected onto a computer network will have an IP address some are dynamic and some are static. The clock requires a static address and one that is not being used by another computer or device e.g. printer.

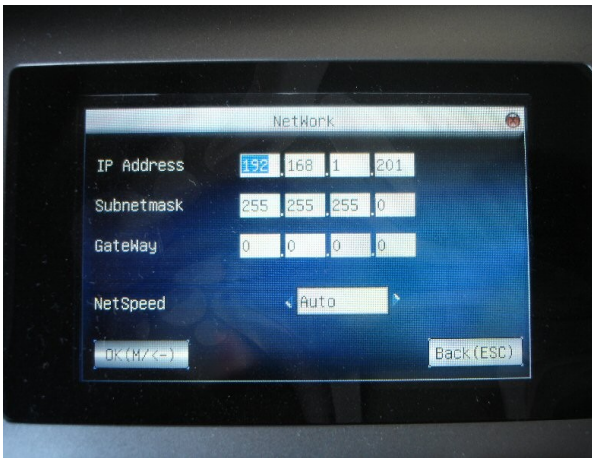


Press and hold the M/OK button on the TAU-600 keypad.

Use the Arrow keys on the keypad to highlight the Icon ‘Comm’ and then press the M/OK button.



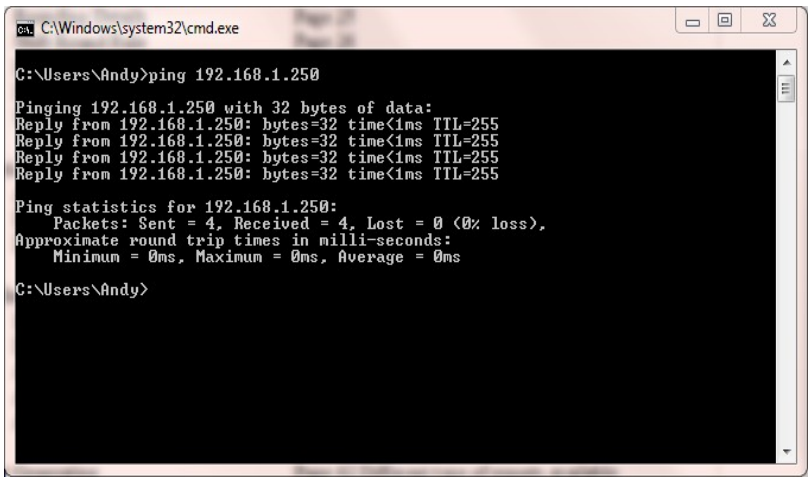
The Network Icon should be highlighted press the M/OK button.



You can now enter the ip address using the keypad and the arrow keys. The default ip address is 192.168.1.201. You will need to enter a valid IP address to match your network and one that is not being used by another device. If you do not know what the IP address range of your network then you can easily find this information online or look at **Finding the IP range on your Network** in this document.

So you have now found the IP range of your network and set the clocking devices IP address. Connect the clock to the network and power the clock. Now you can test the network connection using the 'ping' command again type ping and then the address of the clock.

EG ping 192.169.1.250 and press enter if all is connected OK the clock should reply and display 4 reply messages.


C:\Windows\system32\cmd.exe
C:\Users\Andy>ping 192.168.1.250
Pinging 192.168.1.250 with 32 bytes of data:
Reply from 192.168.1.250: bytes=32 time<1ms TTL=255
Reply from 192.168.1.250: bytes=32 time<1ms TTL=255
Reply from 192.168.1.250: bytes=32 time<1ms TTL=255
Reply from 192.168.1.250: bytes=32 time<1ms TTL=255
Ping statistics for 192.168.1.250:
Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
Approximate round trip times in milli-seconds:
Minimum = 0ms, Maximum = 0ms, Average = 0ms
C:\Users\Andy>

You now have a valid IP address you can add in the ZK Time software.